

MEMBERSHIP SECRETARY

ROLE DESCRIPTOR

Purpose

To be responsible for administering of all membership details and the Annual Membership return to Scottish Swimming

Main Functions and Duties

- To meet and liaise with all new members to ensure that they are made to feel welcome into the Club
- Register any new members with Scottish Swimming within 28 days of joining your club
- Maintain an up to date membership register and liaise with Scottish Swimming as required
- Assist the Treasurer in the collection and recording of membership and club fees
- Complete online all required membership information
- Annual Renewals – collect annual fees and re-register all members online by the 1st April
- Act as contact for Scottish Swimming regarding all relevant queries
- Have overall responsibility for JustGo / Team Unify on behalf of the club, ensuring member data is regularly updated
- Support the secretary with GDPR guidelines and adhere to these
- Abide by and promote all club policies
- Attend committee meetings and give membership reports as required to key club officers.
- Follow and promote Scottish Swimming's Wellbeing and Protection policy
- Other general administrative duties

Skills / Attributes

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Ability to delegate
- Be aware of key agencies and partners
- Maintain confidentiality
- Be computer literate
- Motivator & problem solver
- Patient

Requirements

- Attend appropriate training
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Be a member of the club committee

Training and Support

- JustGo / Team Unify manual
- Support from Scottish Swimming as and when required
- Complete and update any training on JustGo / Team Unify
- Utilise Hive to keep up to date with any updates and improvements

Time Commitment

- Time commitment can vary dependant on size and nature of club, and number of events attending.

NB This is not an exhaustive list and can be adapted by the club.